

Accounts payable checks are processed every week on Tuesday. Completed documentation must be submitted to Finance by Thursday the previous week in order to meet our processing deadlines. Checks are processed and mailed the same day. Requests to pick-up checks must be pre-approved by the Department Director as well as the Finance Director or designee. A list of checks processed can be found on the City Council Agenda.

Contact Information [E-mail](#)

Business License - (626) 384-5506

Water Billing - **1 (855) 354-7579** Refuse Billing - (626) 384-5510

Accounts Payable - (626) 384-5504

Location & Hours

Covina City Hall

125 E. College Street

Covina CA 91723

Monday - Thursday, 7 am - 6 pm